

DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

ADMINISTRATIVE HEARING OFFICER

Role Title: Hearing and Legal Services Officer I

Position # 00793

Pay Band 4 Level I - Hiring Range: \$32,619 - \$44,000 per year

Closing Date: August 1, 2016

Unique opportunity work in the Appeals Division to draft and issue administrative decisions. This position will render administrative decisions within statutory, regulatory and Department timeframes. This position will also process requests for administrative appeals, as well as other documentation received by the Division that is determined not to be a request for an appeal. Interested applicants must have comprehensive knowledge of the law and legal system, preferably administrative law and appeals procedures. Requires comprehensive knowledge of legal research methodologies, including computerized legal research. Must have proven ability to interpret, apply, and analyze complex laws, regulations, policies, or case law. Requires considerable experience applying rules to facts to reach logical, legally supportable conclusions. Requires demonstrated ability to prioritize work, work independently, and meet strict time frames. Must have demonstrated ability to build strong working relationships with peers and collaborate in executing business operations. Must have proven experience independently managing a caseload to meet established time frames. Requires proficiency with office productivity software including word processing, spreadsheet, and presentation software as well as demonstrated ability to be an effective communicator both orally and in writing. Prefer professional experience in health care appeal processes involving issues of compliance or finance or related experience. Degree from accredited college or university preferred; Law degree or paralegal certification a plus.

ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by **11:59 p.m.** on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

Web Sites for Vacancy Listings

RMS: <https://virginiajobs.peopleadmin.com/>

DMAS: http://www.dmas.virginia.gov/Content_pgs/ab-emp.aspx

Applicants who require accommodation to apply for Agency openings should contact the DMAS receptionist for assistance.

EEO/AA/ADA